

Phase II Storm Water Permit Application

Phase II Municipal Separate Storm Sewer Systems (MS4s)

The purpose of this set of questions is for a local government or utility district to apply for NPDES permit to discharge storm water runoff from a Phase II municipal separate storm sewer system.

You must provide the following information to the Division of Water Pollution Control as application material. You may print this form blank and complete it on paper, or you can complete the form electronically. The document is a Microsoft Word 2000 document.

I. Administrative Information

Name of city, county, storm water utility district or other public institution that operates a Phase II MS4	
Responsible elected official or officer	Title
Street address City, State Zip	
Program Contact Person/e-mail address/phone no.	Technical Contact Person/e-mail address/phone no.
Provide an organizational chart that shows the different departments involved in storm water management.	<input type="checkbox"/> Organizational Chart attached.

II. Description of Storm Sewer System

A. Area served

If city, town, or utility district, give:

Area of jurisdiction in square miles within current corporate boundaries	
Additional area of urban growth boundary	

If county, give:

Area of county in square miles	
Area of county that is urbanized	

B. Storm Drainage Infrastructure

Give estimates for the following features of storm water drainage infrastructure owned or operated by the local government	
Open ditches (miles, or feet).....	
Storm sewers (miles, or feet).....	
Culverts (estimate number).....	
Catch basins (estimate number).....	

Detention basins (estimate number operated by local government).....	
Retention basins (estimate number operated by local government).....	

C. Map

Include a map that shows areas zoned for commercial or industrial activity. Alternatively, present a map that shows actual commercial use and industrial use.	<input type="checkbox"/> Map attached.
Identify wastewater treatment plants, landfills, fleet maintenance centers, power plants, airports and any other municipally owned or operated industrial activities. Identify State or Federal vocational/technical/college/university campuses, military installations.	<input type="checkbox"/> Map attached.
Include a map, depicting at a minimum: city or county-road map, topography or drainage patterns, and "blue line," and intermittent blue-line streams.	<input type="checkbox"/> Map attached.

These maps can be combined, as long as the various information is clear to read.

D. Identifying impaired streams and other waterbodies

Identify any streams (that flow through your jurisdiction or within two miles downstream jurisdiction boundaries) that are impaired according to the later of either the State's 305(b) report or the State's 303(d) report. For any impairment, indicate the nature of pollution (cause) and the source.

Stream Name	Cause of impairment	Source of impairment

III. Existing Legal Authority to Control Storm Water Discharges to MS4

You must review ordinances that apply to control of pollution that might enter the MS4. Extract those portions of your ordinances that do apply to control of the storm sewer system and attach a copy of those portions to this application.

☐ Copy of ordinances is attached.

Ordinances that deal with storm water issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion and sediment practices, subdivision regulations or other land use/development ordinances.

(Go to next page.)

IV. Your Proposed Storm Water Quality Management Program

This Notice of Intent requires you to provide a brief description of your existing and planned for a storm water management program. The following six sections correspond to the six minimum control measures for a Phase II storm water management program.

If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

Notes:

- i. Boxes for your responses have been colored green (on our screen) and your answers therein will be green.
- ii. You may extend the tables in order to list more than four proposed BMPs, by going to the last row of the table and striking the "TAB" key until new rows are added.

1) Public Education and Outreach

- a. Briefly describe existing storm water education and outreach activities, if any. Limit to three primary activities.

Existing activities - public education and outreach	Estimated dollars/year	Personnel and man-hours/year

- b. List the best management practices (BMPs) that you will implement in the area of public education and outreach. These should be based on a set of priorities you have identified in the area of public education and outreach. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP. In the next question, you will be asked for more detail for accomplishing these BMPs.

1	Best Management Practices for Public Education and Outreach
A	
B	
C	
D	

- c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

- d. Administrative Information

Public Education and Outreach – Administrative Information	
Primary contact person on above BMPs	
Other department(s) that will be involved and their role	
Equipment needs, if any	

What specific groups will be targeted (e.g., service industries such as carpet cleaning, civic groups, schools, church groups) if applicable

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

Entity	BMP

2) Public Participation and Involvement

- a. Briefly describe if the public is now involved or participates in the development or implementation of a storm water management program. If so, how? This can include, for example: collecting information; watch groups; opportunity for public comment, participation in policy-making or planning committee; etc.

Existing activities - public participation and involvement	Estimated dollars/year	Personnel and man-hours/year

- b. List the best management practices (BMPs) that you will implement in the area of Public Participation and Involvement. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

You may not desire to dictate the ways in which the public participates or is involved in the storm water quality management program; in this case, your proposed program should provide a forum and a structure by which to encourage or allow the public to participate. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. As such, your proposed program should describe how you will accomplish this, and the time schedule.

2	Best Management Practices for Public Participation and Involvement
A	
B	
C	
D	

- c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

- d. Administrative Information

Public Participation and Involvement – Administrative Information	
Contact person on implementing these BMPs	
What specific groups will be targeted and in what way (e.g., schools, colleges/universities, neighborhood groups)	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

3) Illicit Discharge Detection and Elimination

The following are common sources of illicit discharges to an MS4:

Sanitary wastewater	Effluent from septic tanks
Car wash wastewaters	Improper oil disposal
Radiator flushing disposal	Laundry wastewaters/gray water
Spills from roadway accidents	Improper disposal of auto and household toxics
Carpet cleaning wastewaters	

a. Briefly describe existing methods, if any, by which you prevent and eliminate illicit discharges to storm sewer. For instance, do you have ordinances in place that enable you to prevent and eliminate illicit discharges to storm sewer? Do you presently have systems – e.g., responding to complaints, walking streams, visual inspections, etc. - in place for detecting illicit discharges?

Existing activities – illicit discharge detection and elimination	Estimated dollars/year	Personnel and man-hours/year

b. List the best management practices (BMPs) that you will implement in the area of Illicit Discharge Detection and Elimination. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

1	Best Management Practices for Illicit Discharge Elimination and Detection
A	
B	
C	
D	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information

Illicit Discharge Detection and Elimination System – Administrative Information	
Primary contact person on above BMPs	
Other department(s) that will be involved and their role	
Equipment needs, if any	
What specific groups will be targeted (e.g., particular businesses, civic organizations, church groups) if applicable	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

(Go to next page.)

Construction Site Runoff Program

- a. Following is a set of questions on your current erosion and sediment control program.

Attach additional information as necessary to fully describe your program. It is important to note that because these questions refer to minimum requirements for the permit, each of the elements not currently performed must be implemented by the end of the first permit period. Therefore, each question with a “NO” answer must be addressed with a solution in the MS4’s proposed program.

Questions related to a construction site runoff ordinance		
Do you currently have an erosion and sediment control or similar ordinance or regulatory mechanism? If yes, please attach a copy of the ordinance. If NO, proceed to the next section (site operator requirements).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance/regulatory mechanism require (explicitly or implicitly) that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, please note the page number and paragraph number where this is explicitly or implicitly defined.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism clearly define the criteria for submittal (who must submit) erosion and sediment control information or plans? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism require approval prior to commencement of land disturbance activities? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism require re-submittal of erosion and sediment control information or plans if site plans or conditions change during land disturbance activities? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:
Does the ordinance or regulatory mechanism allow right-of-entry on construction sites for inspections? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:

Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to STOP WORK in the event of non-compliance violations? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	

Questions related to construction site plans review	
Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
If Yes, is an erosion prevention and sediment control plan with appropriate BMPs required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.	<input type="checkbox"/> Attached

Responding to public input and complaints	
Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
If Yes, , please provide a brief narrative of the receipt process and procedures, describing the process steps, responsible departments, and personnel (by title). If available, provide information on complaint tracking, documentation, etc.	<input type="checkbox"/> Attached

Questions related to enforcement and inspection procedures	
Does the municipality presently have personnel and procedures in place for construction site runoff inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment/Detail (inspection procedures, policies and responsible departments and personnel by title):	
Does the municipality presently have procedures and personnel in place for enforcement of violations of construction site requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Does the municipality use a STOP WORK order to enforce non-compliance with construction site policies and requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
How are enforcement actions documented?	

	Response:	
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Questions related to training and education		
	Does the municipality presently make construction site runoff control training/information available to the public, developers, engineers, and contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Comment:	

In the following spaces, estimate dollars/year and man-hours/year for existing erosion prevention and sediment control activities. You may revise the categories if necessary to correlate with your own accounting figures.

Existing activities – construction site runoff control program	Estimated dollars/year	Personnel and man-hours/year
Construction site plans review		
Responding to public input and complaints		
Enforcement and inspection procedures		
Training and education		

b. List the best management practices (BMPs) you will implement to establish and run a construction site runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

1	Best Management Practices for Construction Site Runoff Control Program
A	
B	
C	
D	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information

Construction Site Runoff Control Program – Administrative Information	
Primary contact person on above BMPs	
Other department(s) that will be involved and their role	
Equipment needs, if any	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

(Go to next page.)

5) Post-Construction Runoff Control

- a. Answer the following question and, if the answer is Yes, describe the review process.

Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates a proposed new development and/or redevelopment with regard to the impact that post-development runoff will have on receiving streams?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, describe the process briefly and the criteria used in evaluation:		
Estimated dollars/year:		Personnel and man-hours/year:

- b. List the mechanisms (BMPs) you will implement to establish and maintain a post-development runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

1	Best Management Practices for Post Construction Runoff Program
A	
B	
C	
D	

- c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

- d. Administrative Information

Post Construction Runoff Control Program - Administrative Information	
Primary contact person on above BMPs	
Other department(s) that will be involved and their role	
Equipment needs, if any	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

6) Pollution Prevention and Good Housekeeping

a. Assessment of present pollution prevention and good housekeeping

Does the municipality presently have in place a program to promote pollution prevention and good municipal housekeeping?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, describe briefly:			
Estimated dollars/year:		Personnel and man-hours/year:	

List municipally-owned or operated facilities that have a notable potential for contaminating runoff: for example - vehicle maintenance garages; waste transfer operations; golf courses; salt or other materials storage; landfill. If more than one facility for a given type of operation, give the number of such facilities. Indicate if any of these are covered by an NPDES permit. Is there a documented pollution prevention plan in place for these facilities?

Facility or type of facilities/operation	Number	Is activity covered by NPDES permit?	Is a pollution prevention plan in effect?

b. List and briefly describe proposed management practices for municipal pollution prevention and good housekeeping.

In addition to considering industrial-type operations as in item a., you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/ catch basins, etc. Also included in this program area is discharge of pollutants from roads and parking lots.

1	Best Management Practices for Pollution Prevention and Good Housekeeping
A	
B	
C	
D	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information

Municipal pollution prevention and good housekeeping - Administrative Information	
Primary contact person on above BMPs	
Department(s) that will be involved and their role	
Equipment needs, if any	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.

Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

Entity	BMP

(See next page for addendum.)

Addendum to Small MS4 NPDES Permit Notice of Intent BMP Measurable Goals and Implementation Milestones

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. You may add tables for additional BMPs.

Measurable goals are BMP design objectives, or are goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP.

For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. Establish milestones for implementation as well. The BMPs you list here should match exactly those given in Part IV., 1) – 6) of the permit NOI. There is space already prepared here for four BMPs for each minimum measure. We know there will be more BMPs. Extend the table by using Tab key in the last row of the table and beyond.

Best Management Practices for Public Education and Outreach

BMP 1A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 1B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 1C		
Measurable Goal(s)		

Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 1D		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

Best Management Practices for Public Participation and Involvement

BMP 2A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 2B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 2C		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 2D		
Measurable Goal(s)		
Milestone Yr 1		

Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

Best Management Practices for Illicit Discharge Detection and Elimination

BMP 3A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 3B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 3C		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 3D		
Measurable Goal(s)		
Milestone Yr 1		

Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

The following components are considered essential to a program of illicit discharge detection and elimination:

- Mapping of the storm sewer system, including outfalls

- A municipal ordinance that prohibits illicit discharges, etc.

- Systems/methods to search for possible illicit discharges and their sources, including training of municipal staff in these systems/methods

- Systems/methods that will be used to search for illicit discharges and sources; e.g., systematic inspections of the storm sewer system

- Procedures to eliminate discharges that have been located

- Education of public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of wastes.

Best Management Practices for Construction Site Runoff Control Program

BMP 4A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 4B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 4C		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 4D		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		

Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

Best Management Practices for Post-Construction Runoff Control

BMP 5A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 5B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 5C		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 5D		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		

Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

Best Management Practices for Municipal Pollution Prevention and Good Housekeeping

BMP 6A		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 6B		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 6C		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		
Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

BMP 6D		
Measurable Goal(s)		
Milestone Yr 1		
Milestone Yr 2		

Milestone Yr 3		
Milestone Yr 4		
Milestone Yr 5		

(end)